

**JOB DESCRIPTION**  
**MURFREESBORO WATER AND SEWER DEPARTMENT**  
**DIRECTOR**

**1. JOB TITLE: DIRECTOR OF THE WATER & SEWER DEPARTMENT**

**2. DEFINITION:** The Director is an executive Department Head employee skilled in performing administrative and managerial work. The position requires an individual who is capable of exercising independent judgment and who possesses management and human relations skills and the psychological qualities generally required to work with the public and staff. The employee will be directly responsible to the City Manager. The position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having occasional occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

**3. EQUIPMENT / JOB LOCATION:**

- a. This position requires the use of various communication devices, personal computers, and other standard office equipment and vehicles.
- b. The job location is primarily the Administrative Offices of the Water & Sewer Department. All City facilities are smoke-free locations

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Serves as chief administrator and general manager of the department.
- b. Prepares Department budget and recommends rate structures to support the budget.
- c. Oversees and approves all Department expenditures and disbursement of funds.
- d. Prepares Capital Improvement Plans.
- e. Recommends ordinances and ordinance changes as appropriate to the operation and administration of the Department.
- f. Proposes plans for water and/or sewer service.
- g. Approves plats, plans and specifications for water and/or sewer service.
- h. Prepares specifications and bid documents for structures, equipment and material as needed.
- i. Reviews, negotiates and recommends engineering agreements to the Water and Sewer Board and to the City Council.
- j. Reviews contracts, contractor estimates and construction activities.
- k. Recommends personnel administrative actions, including employment, promotion, disciplinary action or termination of Department personnel to the City Manager.
- l. Interacts with the public and other Department and City employees to disseminate information regarding Department and personnel activities.
- m. Represents the Department before the City Council.

**5. ADDITIONAL EXAMPLES OF WORK TO BE PERFORMED:**

- a. Performs other duties and special projects as assigned.

## **6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must be at least 21 years of age.
- b. Must possess a diploma from an accredited college or university in engineering, public administration, or a related field acceptable to the City Manager.
- c. Must have five years or more of increasingly responsible administrative or management experience in water and wastewater utilities.
- d. Must have legal authorization to work in the United States.
- e. Must consent to and pass a pre-employment drug screening.
- f. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- g. Must have a driver's license valid in the State of Tennessee.
- h. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as citywide policies may require in the future.
- i. Must not have been convicted of or pleaded guilty or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or City ordinances relating to theft, dishonesty, gambling or controlled substances.
- j. Must have the ability to report for work on time and perform the duties of the job for a complete workday.
- k. Must have the ability to occasionally work beyond normal hours, at night or weekends and to travel to various seminars and conferences for the benefit of the Department.
- l. Must have the ability to establish and maintain effective working relationships with supervisors, subordinates, co-workers and the public.
- m. Must have strong organizational, analytical, interpersonal and communication skills.
- n. Must have the ability to exercise good independent judgment.
- o. Must have the ability to concentrate and accomplish tasks to meet deadlines despite interruptions.
- p. Must be able to perform a variety of tasks simultaneously or in rapid succession.
- q. Must be able to operate and have a general working knowledge of personal computers, telephone communications equipment and other standard office devices.
- r. Must have a good reputation for and the ability to maintain confidentiality.
- s. Ability to make sound financial and budgetary decisions.
- t. Ability to coordinate, delegate and negotiate.
- u. Skill in public speaking.
- v. Knowledge of City personnel policies and procedures.

Exempt  
Safety Sensitive  
August 29, 2005